

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Office of Vital Records]
[Address of the Office]
[City, State, Zip Code]

Subject: Application for Duplicate Birth Certificate

Dear [Recipient's Name or "To Whom It May Concern"],
I am writing to formally request a duplicate copy of my birth certificate. Below are the required details for my application:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Place of Birth: [City, State of Birth]
- Mother's Name: [Mother's Full Name]
- Father's Name: [Father's Full Name]

I have enclosed the necessary documents, including [list any supporting documents you are including, such as a copy of your ID and payment for the fee].

Please let me know if you require any additional information to process my request. I appreciate your assistance in this matter.

Thank you for your attention to my request.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]